

## VDFR 600-10 Appendix B

### Accession of Unrestricted Line VDF Personnel

Version August 2022

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#### 1. Purpose and Administrative.

a. Purpose. This Virginia Defense Force VDF Regulation (VDFR) 600-10, Appendix (APDX) B establishes accession guidelines and requirements for “Unrestricted Line” personnel. Professional Branch recruiting is covered by **VDFR 600-10, APDX C, “Accession of Professional Branch VDF Personnel.”** APDX B provides the general recruiting standards equally applicable to all new entrants, followed by enclosures containing specific recruitment qualifying standards applicable to Officers, Warrant Officers, and Enlisted personnel respectively. These guidelines further establish criteria for commissioning prior service and non-prior service officers, appointing prior service and non-prior service WO, and enlisting prior service and non-prior service enlisted personnel.

b. Replacement. This regulation cancels and replaces VDFR 601-100, “Appointment of Commissioned and Warrant Officers in the Virginia Defense Force,” and VDFR 601-210, “Enlisted Personnel in the Virginia Defense Force.”

c. Proponents. The joint proponents for regulation are: (1) the Assistant Chief of Staff for Personnel and Administration (G1); (2) Recruiting and Retention Battalion (R&R BN); (3) VDF Command Chief Warrant Officer; and VDF Command Sergeant Major. The proponents have the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

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d. Explanation of Terms. Unless otherwise defined herein, the following terms used in this regulation are defined to mean the following:

“Armed Forces”: a federal uniformed military or naval service: the Army, Navy, Air Force, Marine Corps, and Coast Guard. For purposes of this regulation, the Public Health Service, the National Oceanic and Atmospheric Administration (NOAA), the Civil Air Patrol, and the US Coast Guard Auxiliary are not federal military or naval forces and are not included within the term “Armed Forces”.

“Board action”: action taken by a duly appointed and convened officer’s promotion and screening board.

“Prior service”: service as a member of the Armed Forces or of a State Defense Force.

“State Defense Force”: a non-federal, state military organization created pursuant to the authority of 32 USC section 109(c) and which has been recognized by the Government of the state in which it was created.

e. Policy.

(1) Nondiscrimination. Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, or national origin. The terms “persons, applicants, individuals, members, and personnel” apply to both men and women.

(2) Qualification. An individual’s eligibility for appointment or enlistment in the Virginia Defense Force will be determined on the basis of their ability to meet all requirements of this regulation.

(3) Character and Loyalty. Entry into VDF will only be granted to applicants of good moral character. VDF will conduct a background check per VDFR 600-10, Appendix D, “Background Checks,” to establish information about criminal or discreditable involvement with authorities. Further an individual must neither be, nor have been, a member of any foreign or domestic organization, association, movement, or group or -- any other combination of persons – that: (a) advocates subversive policy; or (b) seeks to alter the form of the U.S. or Commonwealth governments by unconstitutional means.

(4) Application Records. Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. All source documents must be original, or certified by a government authority as an official copy of the original, and included in the enlistment packet. These documents include licenses or certificates required for enlistment in grades above Recruit (PV1).

(5) Waivers of Standards. Enclosure (1) contains waiver of accession standards procedures. Generally waivers will be rare, and extremely rare for officer accessions.

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f. Commissioned Officer Sources. The below categories of personnel qualify for commissions as officers in the VDF, subject to meeting the requirements of this regulation.

(1) Graduates of the Corps of Cadets from the Virginia Military Institute, Virginia Polytechnic Institute, and The Virginia Women's Institute for Leadership (VWIL), who request initial appointment in the VDF, per Commanding General (CG) and Adjutant General of Virginia (TAG) guidance.

(2) Graduates of the VDF OCS.

(3) Graduates of the federal Reserve Officers Training Corps (ROTC).

(4) Honorably discharged or retired commissioned officers of the Armed Forces, or State Defense Forces (SDF).

(5) Professional Officers recruitment is described in **VDFR 600-10, APDX C, "Accession of Professional Branch VDF Personnel."**

g. Warrant Officer Sources. The below categories of personnel qualify for commissions as officers in the VDF, subject to meeting the requirements of this regulation.

(1) Honorably discharged or retired warrant officers of any of the Armed Forces or SDF.

(2) Honorably discharged or retired commissioned officers of any of the Armed Forces or SDF.

(3) Individuals with specific skills or training may be tendered direct appointments in the VDF. See Enclosure (2). Packages shall be forwarded to the Command Chief Warrant Officer for review and recommendation to the CG. Final appointments by the CG are contingent upon successful completion of VDF OCS for unrestricted line WO, or the VDF Professional Officer Development Course (PODC) for Professional WO.

(4) Highly-qualified enlisted personnel of the VDF, subject to education and/or licensing requirements and recommendation of their chain of command, as described in Enclosure (2) or VDFR 600-10, Appendix C, and successfully completing OCS or PODC.

h. Enlisted Sources and Standards. The below categories of personnel qualify for enlistment in the VDF, subject to meeting the requirements of this regulation.

(1) Honorably discharged or retired WO of any of the Armed Forces or SDF. Persons discharged from any component of the Armed Services without completing entry level training are considered non-prior service for the purposes of this regulation.

(2) Non-prior service personnel.

i. Responsibilities.

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(1) The G-1, with the CG's approval, will maintain and revise written personnel policies relating to each procurement program, and will conduct and supervise all prescribed personnel functions.

(2) The R&R BN will process new entrants (NE) in accordance with (IAW) this regulation and will via the Recruit Sustainment Program (RSP) provide NE initial administrative processing and training. Recruitment documents and actions will be recorded IAW the Enclosure (1) form, as will waiver information.

(3) The Force Headquarters (FORHQ) Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legal sufficiency of prescribed policies and changes. The SJA will further provide legal review of accession candidate qualifications and processing documents.

(4) Only the FORHQ (VDF ACTDET) has authority to publish enlistment or appointment orders for NE to the VDF.

2. Citizenship and Residency. General recruitment standards are below. Specific warrant officer appointment standards are contained in Enclosure (2). Specific enlistment standards and waivers policy are contained in Enclosure (3).

a. An original enlistment, appointment as a commissioned or warrant officer in the VDF may be given to a person who is a citizen of the United States and a resident of the Commonwealth of Virginia, or of any state contiguous to Virginia which does not have a State Defense Force, state guard, or state militia officially recognized by proper and respective governmental authority (The District of Columbia, North Carolina, Kentucky, or West Virginia). Residents of those states contiguous to Virginia which have a recognized State Defense Force (Maryland and Tennessee) may not enter the VDF.

b. Enlistees may further enlist upon proving residency as described above, and that they are an (1) Alien who has been lawfully admitted to the United States for permanent residence (USCIC Form I-551, aka "Green Card."), or that (2) they are citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM), Palau, and the Republic of the Marshall Islands (RMI).

c. Applicants must prove U.S. citizenship by submitting a birth certificate, certificate of citizenship, certificate of naturalization, an FS 240 (Consular Report of Birth Abroad), an FS 545 (Certification of Birth Abroad of a Citizen of the United States of America), a DS 1350 (Certification of Birth Abroad to U.S. Citizen), a passport, DD Form 214, NGB Form 22, *etc.*

3. Medical and Fitness standards.

a. The VDF is a military organization under state law whose members must be able to mentally and physically perform duties under stressful and physically demanding conditions. An original enlistment, or appointment as a commissioned or warrant officer in the VDF, may be given only to a person who is physically qualified to perform those duties to which he or she is

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assigned. Generally, “physically qualified” means meeting height-weight standards per Enclosure (4) below; not having a serious medical (mental or physical) condition such that the member – with or without palliative medications -- may perform such functions as lifting weights up to twenty-five (25) pounds, able to climb in and out of high-clearance vehicles, and be able to alertly serve several consecutive days on State Active Duty (SAD), working 12-hour shifts with minimal breaks.

b. Applicants who have an existing serious mental or physical medical condition that may impact their ability to perform their assigned duties will undergo a medical screening and fitness determination by the VDF Surgeon. Such a condition must be revealed during the recruitment process. If it becomes apparent during VDF NE training or afterward that a new member has a serious medical condition making further service untenable, the new member will be discharged from the VDF upon Surgeon and legal review.

c. Applicants who exceed the height and weight standards (per Enclosure 4) can request a time-limited waiver from the CG, via (1) the R&R BN Cdr; and (2) the Force Surgeon or designee, to be enlisted into the VDF and enrolled into The Recruit Weight Monitoring Program (RWMP), managed by the R&R BN Command Sergeant Major (CSM). Generally the applicant may be no more than thirty pounds over the Enclosure (4) limit for their height and weight.

(1) If the CG grants the waiver, the applicant will receive an official letter stating that they have been placed on the weight monitoring program. Under the RWMP, they will be assigned to the R&R BN in recruit status, attend IET, and be required to weigh-in at every UTA until they demonstrate the ability to lose 2- 4 pounds monthly for six consecutive months, upon which time they will be reassessed for assignment to a unit and six additional months of self-reporting.

(2) Failing to meet the minimum monthly weight loss goal will make the individual ineligible for promotion, transfer, or opportunities to attend professional schools, and will ultimately result in being discharged from the VDF.

4. Age requirements. An original enlistment, or appointment as a commissioned or warrant officer in the VDF, may be given only to a person who is at least 18 years of age if enlisting, or 22 years of age if seeking to be an officer, and who has not attained his or her 65th birthday. This maximum age is set by statute, and may not be waived. Alternately enlistees may be not less than 16 years of age and have not reached his/her 18th birthday, and a VDF Form 14-R parental/guardian consent for enlistment, has been properly prepared and submitted.

a. Consent of parents or legal guardians (VDF Form 14-R) must be in writing and delivered to the enlisting person prior to enlistment.

b. Enlistment is not authorized if either parent objects. However, if only one parent is entitled to legal custody of the applicant (for example, by reason of divorce decree), or one parent is deemed incapacitated, or is absent at an unknown location for an indefinite period, or is incarcerated and will not be released prior to the applicant’s 18th birthday, then only the “custodial” parent’s consent is required. VDF personnel will identify any supporting document

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used and indicate its identifying marks, such as petition, file, or docket number on the VDF Form 14-R.

5. Language Skills. Applicants must be proficient in the English language. If the applicant's primary language is other than English, a Statement of Proficiency endorsed by the RSP Officer in Charge (OIC) will be submitted with the application.

6. Educational requirements.

a. An original appointment as a commissioned officer in the VDF may be made to an individual who has been either honorably discharged or retired as a commissioned officer of the Armed Forces or from a recognized SDF. An officer with a commission from a SDF must possess a baccalaureate degree. In limited situations, the CG may alternately approve commissioning based on extraordinary life accomplishment or alternate education.

b. Non-prior service personnel with minimally a baccalaureate degree and exceptional aptitude established by the RSP OIC and the OCS Commandant, may apply to the next OCS class upon CG concurrence. VDFR 350-2, "Officer Training Program," provides application information.

c. WOs must be a high school graduate or have passed the General Education Development test of high school level or higher. (Note: promotion to WO3 requires an Associate's Degree.) Enclosure (2) provides specific WO qualifications.

d. Except for applicants under age 18 and still attending high school, enlisted members must be a high school graduate or have passed the General Education Development test of high school level or higher.

7. Military or civilian court convictions. As stated above, VDF ACTDET will conduct a criminal background check for all recruits IAW **VDFR 600-10, APDX F, "Background Checks."** Enclosure (1) to this regulation provides non-waiverable "Criminal/Background Check Disqualifying Factors," guidance, and detailed guidance for seeking a waiver of other preliminarily disqualifying factors.

8. Ineligibility for Enlistment or Appointment. Enclosure (1) to this regulation provides "Non-waiverable Medical, Moral, and Administrative Disqualifying Factors," any of which prevent an original enlistment, or appointment as a commissioned or warrant officer in the VDF. Enclosure (1) also has detailed guidance for seeking a waiver of other preliminarily disqualifying factors.

9. Service Obligation. An individual who accepts a VDF enlistment or appointment does not incur a service obligation as a result of accepting the appointment.

10. Reduction from Rank held in Federal Service upon Enlistment or Appointment.

a. If there is no position open at the rank an individual last held while in federal service (active, reserve, or National Guard), that individual may request prior to enlistment or

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appointment, in writing, a reduction to the maximum rank for that position or the individual may be placed in the Active Reserve and attached to a command should no billet exist.

b. This reduction is non-prejudicial, and the individual may later be reassigned/transferred to a position at their last held rank if such position is authorized that rank.

c. The request is to be kept as a permanent part of the individual's Personnel Record (PR) at the ACTDET.

### 11. Initial Training.

a. Non-prior Service Personnel. Upon commissioning/appointment/enlistment, all non-prior service personnel will immediately attach to the R&R BN's RSP to become familiar with basic military knowledge via online and in-person classes. The RSP Program is further explained below. Failure to complete this training will result in separation from the VDF. See Enclosure (4).

b. After completing RSP, Professional Officers will join their professional community organization and will attend a PODC administered by the Force Headquarters G3, which imparts more in-depth understanding of officership.

c. Prior Service Personnel. Prior service personnel will also enter RSP, and must take certain VDF-centric courses online, as explained in **VDFR 350-1, "VDF Training Management."** See Enclosure (5).

JUSTIN P. CARLITTI  
BG (VA)  
Commanding General

**Enclosure (1) Recruitment Checklist, Disqualifying Criteria, and Waiver Policy**

**NAME:** \_\_\_\_\_ **Recruitment Checklist** **VDF NUMBER:** \_\_\_\_\_

RECRUITMENT REQUIRMENT <b>NOTE: CONTACT ALL RECRUITS NLT BI-WEEKLY</b>	R&R Verifier, Initials and Date, Remarks or "N/A"
Application from VDF Website	
Age verified and Type	
Parent Guardian Consent, VDF Form 14-R	
Proof of Citizenship and Type Verification or Alien Proof of Legal Residence,	
Proof of Residency and Type (Usually Driver's License)	
Height: Weight: Within Standards?	
Medical Conditions/Fitness Questionnaire Screened?	
English Proficiency Verified	
Proof of claimed education level and type	
DD- 214, NGB 22, Honorable Discharge Certificate (in Lieu of DD 214, NGB 22)	
Assigned rank and substantiation?	
CCWO Validation for WO	
Professional Community Validation for Credentials and Community Prerequisites	
Background Check Form, VDF Form 380-67	
Criminal /Military Conviction and Type?	
Waiver Type and Results	
Oath Administered per Attachments (a) or (b)	
Unit Assignment	
Recruitment Documents Placed in PR	

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1. Non-waiverable Medical, Moral, and Administrative Disqualifying Factors. As stated above, VDF ACTDET will conduct a criminal background check for all recruits IAW **VDFR 600-10, APDX F, “Background Checks.”** R&R BN will further coordinate a record and personal review for medical and record matters, beyond the criminal Background Check. These disqualifying Factors cannot be waived for applicants:

a. Have been separated from any of the Armed Forces involuntarily, have resigned facing involuntary removal, or have been separated in lieu of removal or for the good of the service.

b. Prior service applicants discharged under dishonorable, Bad Conduct Discharge, or Other than Honorable Conditions for commission of crimes.

c. Have been removed from public office under the criminal laws of the United States.

d. Having history of psychotic disorders or state of insanity at time of application for enlistment.

e. Substantiated evidence of ongoing alcoholism or drug dependence.

f. Are current members of the active component of any branch of the federal Armed Services, current members of any federal reserve component (active or inactive, except for Retired Reserve). Retired service members of any component of any branch of the Armed Services are eligible for VDF membership.

g. Criminal/Background Check Disqualifying Factors. Disqualifying criminal convictions and other crime-related factors are found in the National Guard Bureau Recruiting Regulation, “Accession Options Criteria, Annex A -Waivers & Suitability Processing, and Army Regulation 601-210, Paragraph 4-2. Additionally, other disqualifying crimes of moral turpitude (such as perjury, falsification of documents, petty theft, certain sexual misconduct.) or behavior not listed in the above publications which would bring discredit upon the VDF, will be identified to an applicant at the time of discovery.

## 2. Waiverable Conditions.

a. Waiverable Criminal Convictions. The Commanding General (CG) may grant a waiver for an offense under military or civil codes if the offense was not a felony and the offense did not involve moral turpitude (e.g., fraud, theft, false official statements, etc.). A request for a waiver of a conviction, offense, or unfavorable juvenile court decision will be submitted as described below. *Full pardons* of felony offenses under State law, will be honored. The Force SJA or Legal Services designee will advise the CG as to whether a crime is one of moral turpitude, or whether a pardon constitutes a full pardon.

b. Waiverable medical, moral, and administrative disqualifications. The following disqualifications can be waived:

(1) Prior service (PS) applicants discharged with lost time in their last enlistment. Waivers for PS applicants with three or fewer days of lost time and in the grades of SPC and below may

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be approved by the first Colonel (0-6) commander in the chain. This authority may not be further delegated. All other lost time waivers must be approved by the VDF Commanding General.

(2) PS RE Code waivers for waiverable codes listed in tables 3-1 to 3-4.

(3) Physical disabilities which can be accommodated such that the applicant can perform all duty requirements for SAD as described above.

3. Waivers Process. An applicant with a waiverable disqualifying criterion will submit a waiver request to the CG, via (1) R&R BN and (2) the Force SJA, in affidavit form (and supported by documentary evidence as applicable) citing the disqualifying criterion. The burden is on the applicant to prove to waiver authorities that he or she has overcome his/her waiverable disqualifications for enlistment and that his/her acceptance would be “in the VDF’s best interests.

a. For a criminal offense, the court action, and the judgment and sentence rendered will be substantiated – but no waiver is required for minor traffic or minor non- traffic offenses resulting in a fine of \$500 or less, except when the applicant has accumulated six or more such offenses during any 12-month period.

b. R&R BN will submit an applicant’s request for waiver in a Memorandum Endorsement format, to the CG via the Force SJA after determining if the waiver request warrants R&R BN’s favorable endorsement after (1) questioning; (2) investigating; (3) counselling if appropriate; and, (3) ensuring the applicant includes all substantiating documents and needed waiver request information. If the recommendation is favorable, R&R BN shall provide justification that includes a full analysis of the expected benefits which would inure to the VDF by granting such request.

c. The FORHQ SJA will provide a Memorandum Endorsement format recommendation to CG, after reviewing the request and the R&R BN forwarding endorsement. Neither the R&R BN nor Force SJA may delay the waiver application beyond one month.

d. The CG will grant waivers only under exceptional circumstances.

e. Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 60 days from approval date unless a change in status occurs. If an enlistment is not effected within the valid waiver period, the waiver expires.

**Attachment (a) to Enclosure (1) \*Signable PDF VDF FORM 601-100, 01JAN2016 rev 17OCT2019 is on VDF Web Site**

## Oath for OFFICERS

I First Name Middle Name Last Name

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the Commonwealth of Virginia against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I make this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties of the office in the Virginia Defense Force upon which I am about to enter; so help me God.

Signature: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_

Signature Printed Name/Rank/Unit

**Attachment (b) to Enclosure (1) \*Signable PDF VDF FORM 601-210, 01JAN2016 rev 17OCT2019 is on VDF Web Site**

## Oath for ENLISTED PERSONNEL

I First Name Middle Name Last Name

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the Commonwealth of Virginia against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and the Governor of the Commonwealth of Virginia; that I will obey the orders of the officers appointed over me; that I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of Rank in the Virginia Defense Force, upon which I am about to enter, so help me God.

Signature: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_

Signature Printed Name/Rank/Unit

## **Enclosure (2) Warrant Officers Accession Standards**

1. Special eligibility requirements and procedures are prescribed for selecting and appointing warrant officers in the VDF. Individuals must also meet the general eligibility requirements of this regulation.
2. Warrant Officers are, by definition, technical experts. Warrant Officers fill technician positions throughout the VDF.
3. All individuals without prior military service or VDF enlisted personnel who desire an appointment as a warrant officer must attend and successfully complete the VDF OCS.
4. Except as is otherwise specifically set forth in this regulation, prior service warrant officers will be appointed in the VDF in the same grade that they held on their honorable discharge or retirement, provided a vacancy exists for that grade or the individual may be placed in the Active Reserve and attached to a command should no billet exist..
5. Warrant Officers appointed in the VDF will typically be accessed as Warrant Officer (WO1). Appointments to higher grades may be authorized in exceptional cases based on additional specialized education or experience, and only by the Commanding General, upon Command Chief Warrant Officer (CCWO) recommendation.
6. Warrant Officer Specialties for VDF Personnel. Newly appointed warrant officers (WO) will qualify for assignment to one of the following warrant officer specialties.

**Warrant Officers serving in the Administration/Personnel Specialty** monitor and manage the full spectrum of human resources to include but not limited to essential personnel services, strength management, orders processing, awards, evaluations, promotions, military pay functions, in/out processing, and records management. They manage access, proper usage, data accuracy and problem resolution of human resource information systems, and are proficient in managing basic office automation (e.g. Word, Excel, PowerPoint, and Outlook). WO administration/personnel technicians supervise personnel conducting human resources management actions and related duties, make decisions based on a variety of information sources, initiate and prepare correspondence to provide information, policy, or guidance, manage organizational change to implement new programs, systems, or policies, and may manage recruiting efforts. WO administrations/personnel technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

### **Administration/Personnel Specialty Qualifications:**

- Minimum of five (5) years of VDF enlisted knowledge/experience performing personnel or administrative functions, or
- Minimum of five (5) years of public or private knowledge/experience performing personnel or administrative functions, and

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- Completion of Word, Excel, PowerPoint, and Outlook courses or demonstrated equivalency.
- Completion of an associate degree in human resources, personnel, business administration, finance, or a related field is required for direct appointment.

**Warrant Officers serving in the Communications Specialty** monitor and manage the full complement of communications resources to include personnel, radio, computer, and related communications equipment and associated tools, test and accessory equipment. They supervise the operation and maintenance of communications equipment in accordance with mission requirements. They establish section SOPs and instructions to ensure that a proper work environment is maintained and ensure all assigned personnel adhere to maintenance schedules and operational safety requirements. WO communications technicians supervise personnel and manage communications equipment and systems including technology, radios and antennas of various sizes and types, vehicles and trailers, and other communications equipment in a safe and approved manner. WO communication technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

### **Communication Specialty Qualifications:**

- Minimum of five (5) years of VDF enlisted knowledge/experience performing communications functions, or
- Minimum of five (5) years of public or private knowledge/experience performing communications functions, and
- Possession of applicable tested FCC licenses.
- Completion of an associate degree in radio repair, computer technology, electronics technology, electrical engineering, or a related field is required for direct appointment.

**Warrant Officers serving in the Cyber Specialty** are the VDF's subject matter experts on integrated cybersecurity activities and capabilities within the DMA's portion of the cyberspace domain on Commonwealth and partner organization networks. WO cyber technicians design, build, configure, operate, and maintain cybersecurity capabilities and the implementation of defensible network architecture in support of Defensive Cyber Operations. They enumerate, locate, isolate, eradicate threats and respond to unauthorized activity, security alerts, attempted exploitation, data exfiltration, privileged access escalation, and any additional threats. WO cyber technicians direct defensive cyber measures, build, configure, operate, secure, defend, and protect cybersecurity equipment to maintain a protected network environment. They provide technical guidance and advise on the management and operation of cybersecurity efforts to include the identification of key cyber terrain, mission critical networks, nodes, applications and systems, while operating within optimal, degraded, intermittent, or latent environments. WO cyber technicians lead, train, and mentor personnel through individual and group instruction, as

well as the establishment, direction, and evaluation of Standard Operating Procedures and Professional Qualification Standards.

**Cyber Specialty Qualifications:**

- Completion of current Professional Officer Corps requirements, and one of the following:
- Associate Degree in Cybersecurity or Information Assurance, or
- Recognized industry cybersecurity certification (ISC(2), CompTIA, GIAC, or
- US Federal Cybersecurity certification (DoD 3570, Cybersecurity Work Force classification), and
- Three (3) to Five (5) years of experience in one of the following cybersecurity job roles:
- Cyber Threat Analysis. Identifies and assesses the capabilities and activities of cybersecurity criminals or foreign intelligence entities; produces findings to help initialize or support law enforcement and counterintelligence investigations or activities.
- Cyber Operations. Performs activities to gather evidence on criminal or foreign intelligence entities to mitigate possible or real-time threats, protect against espionage or insider threats, foreign sabotage, international terrorist activities, or to support other intelligence activities.
- Cyber Defense Analysis. Uses defensive measures and information collected from a variety of sources to identify, analyze, and report events that occur or might occur within the network to protect information, information systems, and networks from threats.
- Cyber Defense Infrastructure Support. Tests, implements, deploys, maintains, reviews, and administers the infrastructure hardware and software that are required to effectively manage the computer network defense service provider network and resources. Monitors network to actively remediate unauthorized activities.
- Incident Response. Responds to crises or urgent situations within the pertinent domain to mitigate immediate and potential threats. Uses mitigation, preparedness, and response and recovery approaches, as needed, to maximize survival of life, preservation of property, and information security. Investigates and analyzes all relevant response activities.
- Vulnerability Assessment and Management. Conducts assessments of threats and vulnerabilities; determines deviations from acceptable configurations, enterprise or local policy; assesses the level of risk; and develops and/or recommends appropriate mitigation countermeasures in operational and nonoperational situations.
- Risk Management. Oversees, evaluates, and supports the documentation, validation, assessment, and authorization processes necessary to assure that existing and new information technology (IT) systems meet the organization's cybersecurity and risk

requirements. Ensures appropriate treatment of risk, compliance, and assurance from internal and external perspectives.

**Warrant Officers serving in the Emergency Management Specialty** serve as liaison with state and local emergency management agencies, perform functions at state, regional, and local emergency operations centers, participate in training drills and exercises. WO emergency management technicians may work with partners to implement appropriate financial controls and to coordinate and monitor administrative requirements. They advise in the planning, development, review, and evaluations of all phases and functions of disaster operations, determine if the organizational structure is sufficient to support incident objectives, ensure that the organizational structure is ICS compliant, and ensure IMAT operational capability. WO emergency management technicians build core capabilities through planning, exercising, training, and monitoring and evaluating exercises and drills. WO emergency management technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

**Emergency Management Specialty Qualifications:**

- Minimum of five (5) years of VDF enlisted experience performing emergency management functions, or
- Minimum of five (5) years of public or private experience performing emergency management functions, and
- Possess certification as certified emergency manager or certification as SGAUS senior military emergency management specialist.
- Completion of an associate degree in emergency management, disaster planning, public safety administration, homeland security, or a related field is required for direct appointment.

**Warrant Officers serving in the Logistics Specialty** manage the requisition, receipt, storage, and distribution of supplies and equipment in accordance with established policies and regulations. They are responsible for managing recoverable items and managing and supervising personnel performing logistics tasks. WO logistics technicians inspect supported units to ensure supply performance standards are achieved, provide technical guidance to supported units/activities in order to assist, establish, and maintain adequate stockage levels of supply items for mission accomplishment. They conduct periodic inventories of equipment and supply items, initiate action for disposition of excesses, make recommendations for changes to authorized equipment, and develop standard operating procedures and perform administrative duties related to the logistic activities. WO logistics technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

**Logistics Specialty Qualifications:**

- Minimum of five (5) years of VDF enlisted experience performing logistics functions, or

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- Minimum of five (5) years of public or private experience performing logistics functions, and
- Completion of an associate degree in logistics, supply chain, business administration, or a related field is required for direct appointment.

**Warrant Officers serving in the Operations/Security Specialty** manage access control to state property and identified restricted areas, identify physical security risks, perform physical security assessments, supervise security patrols of facilities, and respond to civil support incidents to support civil authority by protecting life and property. They document shift activity in accordance with policies and procedures, and ensure operational tasks are carried out in accordance with established guidance. They may coordinate emergency operations or operational disaster management activities among federal, state, and local agencies, manage point of distribution (POD) operations, search and rescue, or damage assessment. WO operations/security technicians may supervise traffic control and direction, enforce security regulations, and coordinate the activities of assigned security personnel to ensure conformance with physical security standards. WO operations/security technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

### **Operations/Security Specialty Qualifications:**

- Minimum of five (5) years of VDF enlisted experience performing emergency operations/security functions, or
- Minimum of five (5) years of public or private experience performing emergency operations/ security functions, including law enforcement, operational security, or emergency/disaster response and
- Possession of applicable security or law enforcement certifications from Virginia Department of Criminal Justice Services (DCJS) or applicable certifications from Virginia Department of Fire Programs (VDFP).
- Completion of an associate degree in criminal justice, police science, security administration, fire science, fire administration, homeland security, disaster planning, or a related field is required for direct appointment.

**Warrant Officers serving in the Public Information Specialty** tell the VDF story, manage the public image of the organization and communicate key messages designed to gain and maintain public trust and confidence in the VDF's ability to rapidly respond when needed with trained, equipped and capable forces in support of its mission. WO public information technicians conduct short and long range planning to make sure key VDF events and accomplishments are communicated to internal and external audiences and will be in the right place, at the right time, with the right equipment in order to capture, edit and publish content that meets senior leader communication goals. WO public information technicians will advise senior leaders on effective strategies for public engagement that support the VDF Commanding General's strategic vision, coordinate with agency partners to synchronize messaging and conduct media relations operations to answer queries and escort news journalists as needed. WO public information

technicians lead, train, and mentor personnel through individual and group instruction, as well as the establishment, direction, and evaluation of Standard Operating Procedures.

**Public Information Specialty Qualifications:**

- Completion of current Professional Officer Corps requirements, including:
- Completion of a MBA or master's degree in journalism, English or communications, and
- 10 years of experience in the public information field.

### **Enclosure (3) Enlistment Accession Standards**

1. Enlistment ranks for personnel without prior service.

a. The following explains who may enlist, when, and at what rank. An applicant who—

(1) Has no qualifications for advancement to a rank higher than Recruit (PV1) may enlist at any time.

(2) Has completed one or two years of Junior ROTC (JROTC) or a National Defense Cadet Corps (NDCC) Program, may enlist at any time at the rank of PV1.

(3) Has completed three or more years of JROTC or a NDCC Program may enlist at any time at the rank of Private (PV2).

(4) Has completed one year of Senior ROTC (SROTC) may enlist at any time at the rank of Private First Class (PFC).

(5) Has attended any U.S. military service academy or preparatory school for 179 days or fewer may enlist at any time at the rank of PV2 or at grade determined by the amount of college credit completed, whichever is greater.

(6) Has successfully completed 24 or more classroom semester hours (36 or more quarter hours) at a degree granting college whose accreditation is recognized by the U.S. Department of Education (foreign transcripts must be submitted to FORHQ for evaluation) may enlist at any time at the rank of PV2.

(7) Has successfully completed 48 or more classroom semester hours (72 or more quarter hours) without obtaining a four-year degree at an accredited degree granting college or university whose accreditation is recognized by the U.S. Department of Education (foreign transcripts must be submitted to the VDF Assistant Chief of Staff, G1 for evaluation) may enlist at any time at the rank of PFC. Applicants with an associate degree will be enlisted at the rank of PFC without regard to the number of semester or quarter hours completed.

(8) Has successfully completed two or more academic years of a postsecondary vocational-technical school and has received a certificate of training attesting to successful completion of the course of study may enlist at any time at the rank of PFC. The school's accreditation must be recognized by the U.S. Department of Education.

(9) Has successfully completed a degree-producing college program of four years duration and the college or university whose accreditation is recognized by the U.S. Department of Education (foreign transcripts must be submitted to VDF FORHQ for evaluation) has awarded him or her a bachelor degree or higher may enlist at any time at the rank of Specialist (SPC). Advanced promotion to the rank of SPC is authorized if such college or university provides a letter stating the applicant has met all requirements for a degree, but that it will not be awarded until the degree is awarded.

(10) Has completed all Phase II requirements of the Air Force Civil Air Patrol and has been awarded the Billy Mitchell Award may enlist at any time at the rank of PV2.

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(11) Has taken part in the Naval Sea Cadet Corps (NSCC) and has been awarded NSC 19A (record of cadet advancement) may enlist at any time at the rank of PV2.

(12) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America (Form 58–708) or the Quartermaster Award Certificate may enlist at any time at the rank of PV2.

(13) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America may enlist at any time at the rank of PV2.

(14) Is qualified under the Army Civilian Acquired Skills Program (ACASP) then in effect may enlist at any time at the rank of SPC. ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, transcripts, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in a civilian-acquired skill. Training may include successful completion of union, industry, or Government recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document, or be documented as true copies. ACASP skills currently accepted in the VDF are for HF radio operators, information technology, and medical/health professionals.

### 2. Semester hour requirements.

a. Combining of semester hours with quarter hours or combining clock hours with either semester or quarter hours for advanced promotion is authorized.

b. For non-degree granting education institutions that award clock hours or quarter hours, the following will equate:

(1) Clock hours: 45 = one semester hour.

(2) Quarter hours: 1.5 = one semester hour.

c. Classroom semester hours also include credits earned by college test programs (such as the College Level Examination Program or Internet courses). Classroom semester hours are for college-level courses only (100 series and above). Courses below the 100 series may be used if the college or university applies them to a degree-producing program.

3. Restrictions on Appointment as Non-Commissioned Officers. Non-prior service applicants enlisted in the grade of SPC under the provisions of above will be appointed as Specialists and not as Corporals.

4. Enlistment of Prior Service (PS) Applicants. Eligibility requirements for PS are the same as for NPS as prescribed above, except as modified below.

a. R&R BN Commander will emphasize the need for early detection of possible erroneous or fraudulent enlistment of applicants. Prior military service can be verified as follows:

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(1) For applicants who served in the RA, an original or certified copy of the DD 214 will verify PS:

(2) For applicants who served in the RC, the DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service of the member before the date of his or her last separation from active military service.

(3) For applicants who served in the National Guard, the NGB Form 22 will verify PS.

(4) For applicants who served in a State Defense Force, an original letter of discharge or other official discharge document issued by the entity of the state which is authorized to issue the same.

### b. Enlistment ranks for PS personnel.

(1) PS personnel may be enlisted up to the rank held at the time of discharge as evidenced by the documentation used to verify PS as listed, above.

(2) Individuals in the grades of E-8 and E-9 may wear the rank of 1SG or CSM only if they are in command NCO billets. Staff billets in the grades of E-8 and E-9 may wear only the rank of MSG and SGM, respectively.

5. Reentry eligibility codes. The following RE codes (tables 3–1 through 3–4) are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature; they simply are codes used for identification of an enlistment processing procedure. Waiver requests for those codes cited as waivable will be forwarded through command channels to FORHQ for action IAW the enclosure (1) standards. As per Commonwealth Executive Order, RE codes dealing with sexual orientation which may have previously been classified as ineligible, are not considered applicable to the VDF enlistment process.

### **Table 3–1: U.S. Army reentry eligibility codes**

#### Code Definition

RE–1 Applies to: Person completing his/her term of active service who is considered qualified to reenter the U.S. Army.

Eligibility: Qualified for enlistment in the VDF if all other criteria are met.

RE–3 Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.

Eligibility: Ineligible unless a waiver is granted.

RE–4 Applies to: Person separated from last period of service with a nonwaivable disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years AFS.

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Eligibility: Ineligible for enlistment.

RE-4R Applies to: A person who retired for length of service with 15 or more years AFS.

Eligibility: Eligible for enlistment in the VDF.

RE 1A, 1B, 1C, 2, 2B, 2C, and 4A:

Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used.

Eligibility: Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver.

RE 2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V

Applies to: Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation.

Eligibility: Ineligible unless a waiver is granted.

### **Table 3-2: U.S. Navy and U.S. Coast Guard reentry eligibility codes**

Code Definition

RE-1, 1E, 1R, 3J, 3M, 3X, 5, 6 and 7

Applies to: Eligible for reenlistment.

Eligible: Qualified if all other applicable criteria are met.

RE-3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3K, 3L, 3N, 3P, 3Q, 3R, 3S, 3T, 3U, and 3Y

Applies to: Persons separated with disqualifications for retention.

Eligibility: Not eligible for enlistment unless a waiver is granted.

RE -3A, 3B, 3R, 3T, 3U, 3Y, 3Z

Applies to: Persons separated with disqualifications for retention.

Eligibility: For VDF fully eligible for enlistment.

RE-2, 3V and 4 Applies to: Ineligible for reenlistment.

Eligibility: Not eligible for enlistment

### **Table 3-3: U.S. Air Force reentry eligibility codes**

Code Definition

RE-1, 1J, 1R, 1T, 2I, 3A, 3I, and 3J

Applies to: Eligible to reenlist.

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Eligibility: Qualified if all other applicable criteria are met.

RE-1A, 1K, 1M, 1P, 2A, 2C, 2D, 2E, 2F, 2J, 2K, 2L, 2M, 2N, 2P, 2T, 2U, 2X, 2Y, 3B, 3C, 3D, 3E, 3K, 4, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M and 4N

Applies to: Ineligible to reenlist without waiver.

Eligibility: Not eligible for enlistment unless waiver is granted.

RE-2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W

Applies to: Not eligible to reenlist.

Eligibility: Not eligible for enlistment.

**Table 3-4: U.S. Marine Corps reentry eligibility codes**

Code Definition

RE -1, 1A, 2A, 3A, and 3U.

Applies to: Eligible to reenlist.

Eligibility: Qualified to enlist provided all other criteria are met.

RE-1B, 1C, 2C, , 3C, 3D, 3E, 3F, 3H, 3J, 3N, 3O, 3P, 3R, 3S, 3T, 3V, and 3W.

Applies to: Personnel separated with disqualifications.

Eligibility: Not eligible unless a waiver is granted.

RE 2, 2B, and 4B

Applies to: Not eligible to reenlistment.

Eligibility: Not qualified for enlistment.

**Enclosure (4) TABLE 1  
Height-Weight Standards**

**B-1. Weight Standards for Admission to and Retention in the VDF**

The following weight standards will be followed for MEN:

Acceptable Weight in pounds as related to age and height for MALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	153	158	162	167	171	176	181
61	100-130	155	160	164	169	174	178	183
62	100-135	158	163	167	172	177	182	187
63	105-140	160	165	170	174	179	184	189
64	105-145	164	169	174	179	184	189	194
65	110-145	169	174	179	185	189	194	199
66	115-150	174	179	185	190	195	200	205
67	115-155	179	184	190	196	200	206	211
68	120-160	184	189	195	201	206	212	217
69	120-165	189	195	200	206	212	217	222
70	125-165	194	200	206	212	217	223	229
71	130-175	199	205	211	217	223	229	235
72	135-180	205	211	217	223	230	236	242
73	140-185	211	217	224	230	236	243	249
74	140-190	218	225	231	237	244	251	257
75	145-195	224	231	237	244	251	258	264
76	150-200	230	237	244	250	258	264	271
77	155-205	236	243	250	257	264	271	278
78	160-210	242	249	256	264	271	278	285
79	165-215	248	255	263	270	278	285	292
80	170-220	254	262	270	277	284	292	300
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

**NOTES:**

MAW = Maximum Allowable Weight

NGB = National Guard Bureau

- 1) For every inch less than 60 inches, subtract 2 pounds from the MAW.
- 2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.
- 3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:
  - a) If the height fraction is less than ½ inch, round down to the nearest whole number.
  - b) If the height fraction is ½ inch or greater, round up to the nearest whole number.
- 4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.

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**Enclosure (4) TABLE 2**

The following weight standards will be followed for WOMEN:

Acceptable Weight in pounds as related to age and height for FEMALES								
Height Inches	Healthy Weight	NGB MAW	VDF Maximum Allowable Weight (MAW) by age					
			17-24	25-30	31-40	41-50	51-60	61 up
60	95-125	136	140	144	148	152	156	160
61	100-130	138	142	146	150	155	159	163
62	100-135	141	145	149	154	158	162	166
63	105-140	144	148	153	157	161	166	170
64	105-145	147	151	156	160	165	169	173
65	110-145	150	155	160	163	168	175	177
66	115-150	155	160	165	169	174	178	183
67	115-155	159	164	169	173	178	184	188
68	120-160	164	169	174	178	184	189	194
69	120-165	168	173	178	183	188	195	200
70	125-165	173	178	184	188	194	199	204
71	130-175	177	182	188	192	198	204	209
72	135-180	182	187	193	198	204	209	215
73	140-185	188	194	199	204	211	216	222
74	140-190	194	200	206	211	217	223	229
75	145-195	199	205	211	217	223	229	235
76	150-200	205	211	217	223	230	236	242
77	155-205	210	216	223	229	235	241	248
78	160-210	215	221	228	234	241	247	254
79	165-215	221	228	234	241	248	254	260
80	170-220	226	233	240	246	253	260	267
+1		+6	+103%	+106%	+109%	+112%	+115%	+118%

NOTES:  
MAW = Maximum Allowable Weight  
NGB = National Guard Bureau  
1) For every inch less than 60 inches, subtract 2 pounds from the MAW.  
2) For every inch over 80 inches, add 6 pounds to the NGB MAW and adjust for age group.  
3) Measure height in stocking feet (*without shoes*), standing on a flat surface, with chin parallel to the floor. The body should be straight but no rigid, similar to a position of attention. The measurement should be rounded to the nearest inch, using the following guidelines:  
a) If the height fraction is less than ½ inch, round down to the nearest whole number.  
b) If the height fraction is ½ inch or greater, round up to the nearest whole number.  
4) Subtract three (3) pounds for any military uniform – trousers, no blouse or boots - or two (2) pounds for gym clothing.

**Enclosure (5) Recruit Sustainment Program**

1. The Recruit Sustainment Program is run by the VDF Recruiting and Retention Battalion and is a mandatory program for all VDF New Entrants (NE).

a. Prior services personnel will complete the administrative requirements and online VDF training contained in the below checklist table. Training courses are taken via the Chief of Staff, Plans, Operations, and Training (G3) Professional Military Education Officer. Within 60 days of enlistment, RSP personnel will complete VDF Training Courses as presented on the VDF Training site. VDF Regulation 350-1, “VDF Training Program,” contains the current version of the courses.

b. Non-prior services personnel will complete the administrative requirements and online VDF training prior service members do. They will further complete the Initial Entry Training (IET) in-person course contained in the below checklist table. IET consists of basic military subjects, lasting for three monthly Unit Training Assemblies (UTA). During IET uniforms are issued. Upon graduation rank will be issued, but until that time all personnel wear the uniform without rank. After IET members are sent to their assigned position in the VDF.

c. After RSP professional direct-commissioned or appointed officers must successfully complete the Professional Officer Development Program detailed in VDF Regulation 350-2, Officer Training Program.

**Virginia Defense Force In processing Checklist 2/2022  
Recruit Sustainment Command**

**Commander: RANK, NAME**  
**Command Sergeant Major: RANK, NAME**  
**(804) 225-4051**

**NAME:**

**VDF NUMBER:**

ITEM	VDF Representative / Initials and Date
Background check completed	ActDet
ID Card Issue	ActDet
Uniform/Equipment Issue for E-1 to E2 from G4 per VDFR 600-10, APDX Q, “Uniform Wear and Appearance,” and/or Purchase per list in APDX Q, Enclosure (1)	G4 and Individual
Online Training Classes	RSC or G3
FEMA ICS 100	
FEMA ICS 200	



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